

To: Mr. John Jarman, Executive Officer, OD
Through: Jennifer Martin, AO _____

From: Administrative Officer, CCR, OD

Subject: Request for AEA Authorization

This is to request AEA authorization for Dr. John Smith to travel to Miami, Florida for the Science Convention, October 29-31. The conference is being held in the South Miami Hilton and the only available lodging rate is \$126 per night. The government rate of \$82 is not available from this hotel. The location of the meeting site is beyond Departmental control. A call was made to three other area hotels that also had rooms available, all of which quoted rates that exceeded the per diem rate for Miami, as follows:

<u>Hotel</u>	<u>Available Rate</u>	<u>Govt. Rate Available?</u>	<u>Other</u>
Miami Marriott	\$105	No	\$5/day for taxis
Oceanside Inn	\$119	No	\$5/day for taxis
Miami Days Inn	\$99	No	\$5/day for taxis

Approval of Actual Expense Allowance not to exceed \$82 x 153% totaling \$126 per day for lodging is requested for the dates above.

Jane Jones

Approved: _____ Disapproved: _____ Date: _____